C-5.5   Receipt Document Processing Services

The NAS Supply Department houses the official receiving point for supplies/items consigned to NAS Patuxent River. The SP's primary mission related to the receipt of supplies/items is to process incoming receipt documents. The following are the main types of supplies/items that the NAS Supply Department receives:

- Stock items
- Material Turned Into Stores (MTIS) items
- Direct Turnovers (DTO) items
- Items purchased through contractual vehicles

C-5.5.1 Requirements

C-5.5.1.1   *Processing Receipt Documents*

C-5.5.1.1.1   *Processing stock receipt documents*

The SP shall process each incoming stock receipt document using UADPS-U2 within 1 working day of the Receiving Branch making the receipt document available for SP pickup. Receipt document processing encompasses updating the Receipt Due File (RDF) and Receipt Control File (RKF), which updates the Master Stock Item Record (MSIR). Associated with providing this service, the SP shall:

- Obtain stock receipt documents from the Receiving Branch material handlers (currently located in Bldg 665 and Bldg 301). Note that receipt documents come in various forms such as vendor packing slips, DD Forms 250, DD Forms 1348-_, or "Dummy Packing Slips".
- Enter receipt document information into UADPS-U2. This is commonly referred to as "receipt document in-process". During receipt document in-processing, UADPS-U2 will generate a Record Control Number (RCN) which shall be annotated on the receipt document copy by the SP. At the completion of receipt document in-processing, UADPS-U2 will generate a Material Movement Document (MMD) (Doc-ID ZRB).
    - o For receipt documents identified by the Receiving Branch as having shipper discrepancies (shortage/overage quantity), the SP shall in-process receipt document to UADPS-U2 with a Discrepancy Code of "S" and make associated quantity change that has been hand-written and initialed on the receipt document by the material handler.
    - o For receipt documents identified by the Receiving Branch as having shipper discrepancies other than quantity shortages/overages, the SP shall send copy of the receipt document to Requirements Branch. Requirements personnel will notify SP of appropriate action.
    - o If UADPS-U2 exception data occurs during receipt document in-process, send copy of receipt document with annotated exception and RCN information to Requirements Branch. Requirements personnel will notify SP when discrepancy is corrected, at which time the SP shall complete the receipt document in-process.
- Attach matching MMD to receipt document and return to Receiving Branch.

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C-5.5.1.1.2 Processing Material Turned Into Stores (MTIS) receipt documents

The SP shall process each MTIS receipt document within 3 working days of the delivery of the receipt document to the SP. MTIS results from excesses turned in by customer activities within the PRC. Associated with providing this service, the SP shall:

- Receive DD 1348-1 D6A receipt document copies from the Storage Branch.
- Determine whether the item is carried/not carried in stock by MSIR inquiry.
- If NSN is stocked, enter receipt document data (using UADPS-U2), to generate MMD (Doc-ID ZRC) and annotate associated Receipt Control Number (RCN) on the receipt document copy.
- If NSN is not stocked, enter receipt document data to UADPS-U2 to generate MMD (Doc-ID ZSK). Input stow information from MMD and D6A to UADPS-U2 with annotated MTIS storage location. Perform ZQ9 (Excess Status File (ESF) Inquiry) to verify stow process is complete. Completion of the stow action will automatically generate a Report of Excess (FTE) to the appropriate Inventory Control Point (ICP).
- Attach matching MMD to receipt document and forward to the Storage Branch.

C-5.5.1.1.3 Reprocessing stock receipt documents upon notice of errors subsequent to Receiving Branch handling

Occasionally, receipt document discrepancies are brought to the attention of the SP after incoming shipments were processed by the Receiving Branch. Examples include instances where Receiving Branch personnel mistakenly provide inaccurate annotated information on receipt documents or end-users discover significant item discrepancies upon removing packaging material. Upon receipt of customer's issue document (e.g., 1348-1) and/or ROD, the SP shall perform research to validate the discrepancy. In the case of a valid discrepancy, reverse and reprocess the applicable stock receipt document to ensure that supply records are accurate. Reprocessing of each receipt document shall be completed by the SP NLT 2 working days of SP-discovery or SP receiving notice of errant receipt document.

C-5.5.1.1.4 Processing Direct Turnover (DTO) receipt documents

The SP shall process each incoming DTO receipt document within 2 working days of the Receiving Branch making the receipt document available for SP pickup. Associated with providing this service, the SP shall:

- Obtain receipt documents from the Receiving Branch (currently located in Bldg 665 and Bldg 301). Note that receipt documents come in various forms such as vendor packing slips, bills of lading, DD Forms 250, DD Forms 1149, DD Forms 1348-_, or "Dummy Packing Slips".
- If receipt document is for a requisition, update RAPS National Stock Number Receipt Screen with receipt document information including received date, quantity, unit price, and total price. For any requisitions not in RAPs, verify NSN, COG and Unit of Issue via FEDLOG and enter the requisition to RAPS. Enter discrepancies in the "Remarks" section of the RAPS screen.
- If receipt document is "frustrated" perform research to provide disposition instructions to the Receiving Branch.

- If receipt document is for a misdirected shipment prepare and provide Report of Discrepancy (ROD) [SF 364] (See Section C-5.4.1.4) to Receiving Branch. Obtain copy of SF 364 citing shipping information (after item is shipped) to add to files.
- Print daily "Error Listing" through UADPS-U2 (documents that errored out in UADPS-U2 while being closed out in RAPS). Correct/add information to UADPS-U2 based on exceptions appearing on Error Listing.
- For each requisition number on the Error Listing, annotate with actions taken and date worked.

C-5.5.1.1.5 Processing "F", "M" and "P" NAWCAD procurement instrument receipt documents

- The SP shall process each receipt document for open purchase items purchased by NAWCAD (Activity Address Number N00421) with "F", "M" and "P" type procurement instruments (See DFARS 204.7003) within 1 working day of the Receiving Branch making the receipt document available for SP pickup. If the SP did not receive an advance copy of the contract action document, the SP shall obtain it from Navy/Airforce Interface System (NAFI).

For normal processing of receipt documents, the SP shall:
- Obtain receipt documents with Receiving Branch representative's signature and received date from the Receiving Branch. Note that receipt documents come in various forms such as vendor packing slips, DD Forms 250, DD Forms 1155, or "Dummy Packing Slips".
- Compare receipt documents to contract action documents to validate what was received against what was ordered.
- Within 1 working day of the Receiving Branch making the receipt document available for SP pickup, provide disposition/delivery instructions to Receiving Branch. If contract action documents do not contain delivery instructions, the SP shall obtain such instructions from sources such as the end-user, administrative contracting officer, etc.

Receiving Branch personnel may have annotated discrepancies on the receipt document. In cases of discrepancies, the SP shall:
- Notify the end-user of discrepancies to determine whether end-user will accept items.
  - o In each case of discrepancies acceptable to the end-user, the SP shall annotate the receipt documents as to customer acceptability including the name of the end-user representative.
  - o In each case of discrepancies unacceptable to the end-user, the SP shall:
    - Annotate the receipt documents as to customer non-acceptance including the name of the end-user representative.
    - Provide the Receiving Branch with disposition instructions not to deliver the item(s) to the end-user and that shipment is awaiting vendor pick-up ("call-tag pick-up").
    - Notify the originating vendor of item's unacceptability.

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- Obtain disposition instructions from the vendor and initiate disposition consistent with vendor instructions.
- If item is accepted, update RAPS Requisition Receiving Screen with receipt document information to close-out the applicable contract line items.
- Obtain Receiving Branch representative's signature and received date on the contract action document.
- Send contract action documents with Receiving Branch original signatures to NAS Comptroller's Office.

In cases where receipt documents are identified by either the Receiving Branch or the SP as frustrated and/or misdirected during the processing of receipt documents, the SP shall:

- For "frustrated" receipt documents perform research and provide disposition instructions to the Receiving Branch. If disposition instruction includes disposition to a PRC end-user, the SP shall perform normal processing of "F", "M" and "P" type procurement instruments receipt documents, as described above.
- For misdirected shipment receipt documents contact ordering activity, end-user activity, and/or vendor to obtain disposition instructions. Provide material disposition instructions to the Receiving Branch.

C-5.5.1.1.6 Processing PRC Governmentwide Commercial Purchase Card (GCPC) and Blanket Purchase Agreement (BPA) receipt documents

The SP shall process each receipt document for open purchase items purchased by PRC activities utilizing GCPC or BPA order within 1 working day of the Receiving Branch making the receipt document available for SP pickup.

For normal processing of receipt documents, the SP shall:

- Obtain receipt documents with Receiving Branch representative's signature and received date from the Receiving Branch. Note that receipt documents come in various forms such as vendor packing slips or "Dummy Packing Slips".
- Compare receipt documents to requistion data in RAPS to validate what was received against what was ordered.
- Within 1 working day of the Receiving Branch making the receipt document available for SP pickup, provide disposition/delivery instructions to Receiving Branch.

Receiving Branch personnel may have annotated discrepancies on the receipt document. In cases of discrepancies, the SP shall:

- Notify the end-user of discrepancies to determine whether end-user will accept items.
    - o In each case of discrepancies acceptable to the end-user, the SP shall annotate the receipt documents as to customer acceptability including the name of the end-user representative.
    - o In each case of discrepancies unacceptable to the end-user, the SP shall:

- Provide the Receiving Branch with disposition instructions not to deliver the item(s) to the end-user.
- Notify the originating vendor of item's unacceptability.
- Obtain disposition instructions from the vendor and initiate disposition consistent with vendor instructions. Note: The vendor procures the carrier service for material return item(s) to vendor.
- If item is accepted, update RAPS Requisition Receiving Screen with receipt document information. Annotate the delivery code and customer document number on the receipt document.
- Provide disposition/delivery instructions to Receiving Branch.

In cases where receipt documents are identified by either the Receiving Branch or the SP as frustrated and/or misdirected during the processing of receipt documents, the SP shall:
- For "frustrated" receipt documents perform research and provide disposition instructions to the Receiving Branch. If disposition instruction includes disposition to a PRC end-user, the SP shall perform normal processing of GCPC or BPA receipt documents, as described above.
- For misdirected shipment receipt documents contact ordering activity, end-user activity, and/or vendor to obtain disposition instructions. Provide material disposition instructions to the Receiving Branch.

If the requisition is not in RAPS, the SP shall contact the customer to confirm the requisition. The SP shall report to the DGR the receipt of material where requisition is not in RAPS. If the customer confirms the requisition:
- Request the customer to enter the requisition into RAPS.
- Perform normal processing of GCPC or BPA receipt documents, as described above.

C-5.5.1.1.7 Processing "C," "D," "G," and Non-N00421 "F", "M" or "P" procurement instrument receipt documents

The SP shall process each receipt document for open purchase items purchased by PRC activities with "C," "D," or "G" procurement instruments. Additionally, the SP shall process each receipt document for open purchase items purchased by Non-N00421 PRC activities with "F","M" or "P" type procurement instruments within 1 working day of the Receiving Branch making the receipt document available for SP pickup. If the SP did not receive an advance copy of the contract action document, the SP shall obtain it via Navy/Airforce Interface System (NAFI).

For normal processing of receipt documents, the SP shall:
- Obtain receipt documents with Receiving Branch representative's signature and received date from the Receiving Branch.
- Compare receipt documents to contract action documents to validate what was received against what was ordered.
- Within 1 working day of the Receiving Branch making the receipt document available for SP pickup, provide disposition/delivery instructions to Receiving

Branch. If contract action documents do not contain delivery instructions, the SP shall obtain such instructions from sources such as the end-user, administrative contracting officer, etc.

Receiving Branch personnel may have annotated discrepancies on the receipt document. In cases of discrepancies, the SP shall:

- Notify the end-user of discrepancies to determine whether end-user will accept items.
  - In each case of discrepancies acceptable to the end-user, the SP shall annotate the receipt documents as to customer acceptability including the name of the end-user representative.
  - In each case of discrepancies unacceptable to the end-user, the SP shall:
    - Annotate the receipt documents as to customer non-acceptance including the name of the end-user representative.
    - Provide the Receiving Branch with disposition instructions not to deliver the item(s) to the end-user and that shipment is awaiting vendor pick-up ("call-tag pick-up").
    - Notify the originating vendor of item unacceptability.
    - Obtain disposition instructions from the vendor and initiate disposition consistent with vendor instructions.

- Update RAPS NSN receipt screen with receipt document information if DTO document number is cited on the receipt document to close-out the applicable contract line items. In the remarks column, enter the Contract number for future reference.
- In the case of "D" contract receipt documents, if signature acceptance is requested from DFAS or other payment administrator, obtain Proof of Delivery (POD) copy with signature acceptance from customer and fax to requestor.
- Send receipt document file copy to applicable contracting officer/specialist upon receiving notice of contract closeout. Currently, hard-copy notice of contract close-out is received via guardmail UADPS-U2 Report Listing EA10 which lists, among others, documents that are designated with Military Standard Contract Administration Procedures (MILSCAP) PK9 status (see DFARS 204.804 for PK9 description).

In cases where receipt documents are identified by either the Receiving Branch or the SP as frustrated and/or misdirected during the processing of receipt documents, the SP shall:
- For "frustrated" receipt documents perform research and provide disposition instructions to the Receiving Branch. If disposition instruction includes disposition to a PRC end-user, the SP shall perform normal processing of receipt documents, as described above.
- For misdirected shipment receipt documents contact ordering activity, end-user activity, and/or vendor to obtain disposition instructions. Provide material disposition instructions to the Receiving Branch.

C-5.5.1.2   *Processing Customer Credits*

The SP shall process credit transactions in UADPS-U2. Associated with providing this service, the SP shall:

- Receive request for credit from customer (telephone, e-mail, in person, as a result of ROD, etc.).
- Validate request to confirm material was issued by NAS Supply (issue status = BA PRZ).
- Process credit transaction in UADPS-U2 (Doc ID ZWC).
- When required take action to affect stock receipt reversal in UADPS-U2.

C-5.5.2 Conditions of Performance

C-5.5.2.1   *Work Environment*
- The SP will be exposed to normal office and warehouse environments. Meeting service requirements may require SP employees to engage in walking, bending, climbing, standing, and carrying objects up to 30 lbs. At times, SP employees will be required to move from various locations in adverse weather conditions.
- Workload Peak: Based on historical data, the volume of incoming receipt documents are significantly greater during the first and last quarters of the Government FY than it is during the other quarters.

C-5.5.2.2   *Interactions/Authorities*
- NAS Supply Material Division
- Contracting Office
- ICPs
- Vendors
- DGR, Deputy NAS Supply Officer, Supply Officer, Assistant Control Division Officer
- Quality Assurance (QA) Division
- NAS Supply ASD
- NAS Supply Requirements Branch

C-5.5.3 Directives/Publications
* Electronic version unavailable. Hardcopy version available for viewing by appointment.

Document Number	Title	Date	Mandatory (M) or Advisory (A)	Location
DoD 4500.9-R	Defense Transportation Regulation (DTR), Volume II, Chapter 210	Dec 00	M	http://www.dtic.mil/whs/directives Type: Publication

Document Number	Title	Date	Mandatory (M) or Advisory (A)	Location
NAVSUP Publication 723, Ch 6	Navy Inventory Integrity Procedures (SDRs)	19 Apr 00	M	http://www.navsup.navy.mil Naval Logistics Library / Commercial Access *Category:* Publication *Keyword:* 723
ABE Manual	Application "B" Enhanced- Receipt Processing Manual		M	*
	UADPS-U2 Exception Codes and Correction Procedures Manual	14 Nov 00	M	*
	Receipt Control Procedures Manual	May 01	M	*

C-5.5.4 Government Forms

N/A

C-5.5.5 Deliverables

N/A

C-5.5.6 Documentation to be Maintained

Document	Description
DTO and Stock Receipt Documents	Receipt documents for DTO and Stock items and associated documents.
Inbound shipping documents and TDRs	All inbound shipping documents and all TDRs
MMDs	SP-generated MMDs

C-5.5.7 Standards of Quality

PWS ¶	SP's Service	Quality Standard	AQL	Lot
C-5.5.1.1	Processing receipt documents	Accurately completed receipt documents	5%	# receipt documents per month
C-5.5.1.2	Processing Customer Credits	Customer credit completed in UADPS-U2	5%	# requests for customer credits per month

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C-5.5.8 Standards of Timeliness

PWS ¶	SP's Service	Timeliness Standard	AQL	MDS
C-5.5.1.1.1	Processing stock receipt documents	Submit each receipt document within 1 working day of Receiving Branch making the receipt document available for SP pickup.	5%	NLT 1 working day after time allowed in the timeliness standard
C-5.5.1.1.2	Processing MTIS receipt documents	Forward MMD to Storage Branch NLT 3 working days after the Storage Branch delivers the receipt document to the SP.	5%	NLT 2 working days after time allowed in the timeliness standard
C-5.5.1.1.3	Reprocessing stock receipt documents upon notice of errors subsequent to Receiving Branch handling	Complete reprocessing within 2 working days of discovery or receipt of notice of errant receipt documents	5%	NLT 3 working days after time allowed in the timeliness standard
C-5.5.1.1.4	Processing DTO receipt documents	Forward DTO receipt documents to Comptroller within 2 working days of Receiving Branch making the receipt document available for SP pickup.	5%	NLT 1 working day after time allowed in the timeliness standard
C-5.5.1.1.5	Processing "F", "M" and "P" NAWCAD procurement instrument receipt documents	Provide disposition instructions to Receiving Branch within 1 working day of Receiving Branch making the receipt document available for SP pickup.	5%	NLT 2 working days after time allowed in the timeliness standard
C-5.5.1.1.6	Processing PRC GCPC Receipt documents	Provide disposition instructions to Receiving Branch within 1 working day of Receiving Branch making the receipt document available for SP pickup.	5%	NLT 2 working days after time allowed in the timeliness standard
C-5.5.1.1.7	Processing "C," "D," "G," and Non-N00421 "F" and "M" procurement instrument receipt documents	Provide disposition instructions to Receiving Branch within 1 working day of Receiving Branch making the receipt document available for SP pickup.	5%	NLT 2 working days after time allowed in the timeliness standard
C-5.5.1.2	Processing Customer Credits	Process customer credit through UADPS-U2 within one working day upon receipt of request.	5%	NLT 2 working days after time allowed in the timeliness standard

C-5.5.9 Workload Measurements

PWS ¶	SP Service	Workload Indicator	Base Year	Year 2	Year 3	Year 4	Year 5
C-5.5.1.1.1	Processing stock receipt documents	# of stock receipt documents/year	12,048	12,048	12,048	12,048	12,048
C-5.5.1.1.2	Processing MTIS Receipt documents	# of MTIS receipt documents/year	768	768	768	768	768
		# of ZSK Excess stows/year	188	188	188	1881	188
C-5.5.1.1.3	Reprocessing stock receipt documents upon notice of errors subsequent to Receiving Branch handling	# of reprocessed receipt documents/year	41	41	41	41	41
C-5.5.1.1.4	Processing DTO receipt documents	# of DTO receipt documents/year	81,046	81,046	81,046	81,046	81,046
		# of frustrated DTO receipt documents/year	773[5]	773	773	773	773
		# of misdirected DTO receipt documents/year	111	111	111	111	111
		# of UADPS-U2 exceptions	4,735	4,735	4,735	4,735	4,735
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[5] Less than 1% of frustrated workload figures may be stock receipt documents.

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SOURCE SELECTION SENSITIVE

PWS ¶	SP Service	Workload Indicator	Base Year	Year 2	Year 3	Year 4	Year 5
C-5.5.1.1.5	Processing "F", "M" and "P" NAWCAD procurement instrument receipt documents	# of "F", "M" and "P" NAWCAD procurement instrument receipt documents/year	1,306	1,306	1,306	1,306	1,306
		# of misdirected or damaged material "F", "M" and "P" NAWCAD procurement instrument receipt documents/year	24[6]	24	24	24	24
C-5.5.1.1.6	Processing PRC GCPC receipt documents	# of GCPC receipt documents/year	9,892	9,892	9,892	9,892	9,892
		# of misdirected or damaged material GCPC receipt documents/year	24	24	24	24	24
C-5.5.1.1.7	Processing "C," "D," "G," and Non-N00421 "F" and "M" procurement instrument receipt documents	# of "C," "D," "G, and Non-N00421 "F" and "M" procurement instrument receipt documents/year	246	246	246	246	246
		# of misdirected or damaged material "C," "D," "G," and Non-NAWCAD "F" and "M" procurement instrument receipt documents/year	24	24	24	24	24

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[6] The approximate annual number of misdirected or unacceptable damaged open purchase material receipts is 72. That number was spread evenly across the 3 categories of open purchase receipt documents.

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SOURCE SELECTION SENSITIVE

PWS ¶	SP Service	Workload Indicator	Base Year	Year 2	Year 3	Year 4	Year 5
C-5.5.1.2	Processing Customer Credits	# of customer credits/year	22	22	22	22	22

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SOURCE SELECTION SENSITIVE

C-5.6 Inventory Integrity

The SP shall provide physical inventory services relevant to all items for which the NAS Supply Officer is accountable, as determined by the NAS Supply Officer or designee. Generally, inventory integrity services include preparing an annual physical inventory schedule, conducting and reporting both scheduled and unscheduled physical inventories, conducting and reporting location surveys and preparing various reports. The NAS Supply Department utilizes the Real Time Inventory Counting System (RTIC). A 100% inventory of NAS Supply Department assets shall be conducted at least once each fiscal year (FY). In order to conduct these 100% inventories, the SP shall ensure that each line item for which the NAS Supply Officer is responsible is inventoried at least once each FY. To fulfill the 100% inventory requirement during the initial performance period, the SP shall inventory the items that were not previously inventoried by the Government within that fiscal year. Any changes to the Annual Physical Inventory Schedule (see Section C-5.6.1.1) do not relieve the SP of the obligation to perform all inventories within the applicable timeframes, as set forth in Section C-5.6 of this PWS.

The NAS Supply Officer is accountable for the following types of items:
- Items listed in UADPS-U2 (and in NALCOMIS in the case of "W" and "L" purpose repairables)
- Sub-custody components (listed in both UADPS-U2 and NALCOMIS)
- MAMs/TBIs (items listed neither in UADPS-U2 nor in NALCOMIS)
- Fuel

The majority of inventoried items consist of UADPS-U2 items, which encompass approximately 9,791[7] line items known as "stock range." The items inventoried consist of approximately 2,651 fixed allowance and pack-up (W and L purpose codes) line items with quantities on hand ranging from 1 to approximately 70 each for items such as radios, wheels and tires. Consumable, wholesale ("A" purpose non-repairables) and ICP managed stock consists of a range of approximately 7,140 line items. The range of items includes stock records reflecting a temporary zero (0) balance for which stock replenishment is anticipated at some future time. The type of materials inventoried consists of consumable and wholesale aircraft support parts, flight clothing and general supplies. Quantities of stock on hand ranges from 1-each to thousands-each (i.e., nuts, bolts, wire, batteries and fabric) per line item. The Government will define the unit of issue. In some cases, the unit of issue may represent an entire box or package, which shall be counted as "1" item. On the other hand, the unit of issue may represent each individual piece within the box or package, and shall be counted as such by the SP. The number of line items and quantities for which the SP is responsible will vary throughout the award period based on customer demand, allowance changes and available funding, etc.

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[7] Figure taken from Line 30 of the NAS NAS Supply Department NAVSUP Form 1144, data depicted for February 2001- "NAS Supply Distribution and Inventory Control Operations Report." Refer to NAVSUP Publication 723, Chapter 8, ¶ 08215. Update prior to issuing RFP

The following 4 tables further depict the approximate scope of items for which the NAS Supply Officer is accountable.

Items in UADPS U-2 (and in NALCOMIS in the case of "W" and "L" Purpose Items)			
Item Type	**Custodian**	**Location**	**Line Items (Range)**
Classified Items	Aviation Support Division (ASD)	Bldg 665 (Locker) Hangar 301 (Temporary Locker)	10
Pilferable Items	Material Division	Bldg 665	247
Decapitalization Items[8]	Material Division	Bldg 665	826
General Supply Items	Material Division	Bldg 665	4728
"A" Purpose Non-Repairables	Material Division	Bldg 665	1334
"W" and "L" Purpose Items	ASD	Bldg 301	2595
"W" Purpose Items	ASD/Material Division	Bldg 665	51

MAMs/TBIs (Items neither in UADPS-U2 nor in NALCOMIS)			
Item Type	**Custodian**	**Location**	**Line Items**
Maintenance Assist Modules (MAMs)/Test Bench Installations (TBIs)	AIMD	Bldg 301	389

Fuel		
Fuel Type	**Tank # /Designator**	**Meter #**
JP-5	18, 19, 20, 21, 22, 23, 24, 25	1, 3, 7
JP-8	1, 2	5
AVGAS / 100 LL	26	14
MOGAS	MG1, MG2	17
#2-Oil	15	6
Diesel	LS-2	13
Downgrade (JP-5)	27, 28, 29	
Downgrade (AVGAS)	32,33	

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[8] DLA-owned items physically located at Material Division, NAS Supply Department, but separated from other items located at the Material Division.

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There are 20 tanks and 8 meters at various locations aboard the PRC.

The NAS Supply Department also issues various items to sub-custodians for use. In performing the required services for any such items, the SP shall inventory, etc., these items at the sub-custody site and within the overall inventory including ensuring that accurate sub-custody records exist. The table below provides a snapshot of the sub-custodians and their locations at a certain point in time, subject to change.

Subcustody Components[9] (Items in NALCOMIS and UADPS-U2)	
Subcustodian	**Location**
Force Warfare Squadron	Hangar 306
DynCorp	Bldg 115
Strike Squadron	Bldg 115
Air Test and Evaluation Squadron One (VX-1)	Hangar 305
Rotary Wing Squadron	Bldg 2113
Test Pilot School (TPS)	Hangar 110
Naval Research Laboratory	Hangar 305
Aircraft Intermediate Maintenance Department	Hangar 301

C-5.6.1 Requirements

The SP shall accomplish scheduled and unscheduled inventories as described in this section.

C-5.6.1.1   Preparing, submitting and incorporating approval chain changes and distributing the Annual Physical Inventory Schedule

Within 30 days of Award, the Government will provide a report of items inventoried and documented for that FY prior to the date the SP is required to start full performance.   The SP shall be responsible for completing inventory of the remaining items not inventoried by the Government within that FY. NLT 5 working days after the required full performance start date, the SP shall prepare and submit a physical inventory schedule that results in the SP completing the remaining inventory that FY subject to Government approval.

- Incorporate approval chain changes to the schedule and distribute the schedule NLT 3 working days after receipt of Government edits.

Thereafter, the SP shall prepare and submit each upcoming fiscal year's (FY) schedule for physical inventories of all items for which the NAS Supply Officer is

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[9] Items in this table are tracked two ways: (1) as sub-custody items at sub-custody location and (2) in "W" purpose inventory.

accountable (the schedule is commonly referred to as the "Annual Physical Inventory Schedule") (See CDRL B0004). For each upcoming FY, the SP shall submit each new schedule for approval not later than (NLT) 15 August of the current FY. Associated with providing this service, the SP shall:

- Incorporate approval chain changes to the schedule and distribute the schedule NLT 3 working days after receipt of Government edits.

For all performance periods, the SP shall adhere to the approved schedule unless otherwise directed by the Government or the applicable material custodian. The SP shall coordinate with the DGR and applicable material custodian to reschedule the affected inventory. Any changes to the schedule do not relieve the SP of the obligation to perform all inventories within the applicable timeframes.

C-5.6.1.2   Conducting and reporting the results of physical inventories of classified items

The SP shall conduct and report on a FY quarterly basis the results of physical inventories of all classified items for which the NAS Supply Officer is accountable. Additionally, the SP shall conduct and report the results of a physical inventory of all classified items at the request of the DGR. The SP shall report the results of each physical inventory via a "Classified Items Physical Inventory Report" (CDRL B0005). To meet the FY quarterly requirement, the SP shall conduct and report the results of the classified physical inventory within 5 working days of the date specified on the Annual Physical Inventory Schedule or as specified by the DGR. SP personnel conducting classified item inventories must possess a valid secret or higher-level security clearance. Associated with providing this service the SP shall:

- Coordinate with the classified locker custodian, ASD officer (or designee) and IAO in advance of conducting the physical inventory. The custodian and IAO must be present when the SP conducts the inventory.
- Perform preadjustment research to determine the possible cause of the item and record discrepancies (e.g., physical counts, custody card records, NALCOMIS records and UADPS-U2 MSIR).
- Annotate date, SP person(s) initials and inventoried quantity in red ink on Stock Record Card (NAVSUP Form 766).
- Input to UADPS-U2 final zero adjustment to update MSIR records for each line item inventoried to reflect actual on-hand quantity.
- In the event of inventory discrepancies requiring causative research, the SP shall:
  o Perform causative research for any loss/gain or item discrepancy and take corrective action to resolve discrepancy. If causative research reveals a previous invalid loss/gain which occurred during the past 365 days, process reversal action utilizing UADPS-U2.
  o Input to UADPS-U2 final loss/gain adjustment to update MSIR records for each line item inventoried to reflect actual correct quantity and update NALCOMIS records, to be in agreement.
  o Notify the DGR of all unresolved discrepancies NLT 1 working day after identifying the discrepancy.

o Complete blocks 1-11 on the DD Form 200 for each item if the causative research has failed to yield the cause of the material gain/loss. Provide DD Form 200 to custodian NLT 5 calendar days after completing the causative research.

C-5.6.1.3   *Conducting and reporting the results of scheduled physical inventories of unclassified items*

C-5.6.1.3.1   *Conducting and reporting the results of scheduled physical inventories of warehouse stock items*

The SP shall conduct and report the results of scheduled physical inventories of all unclassified items located in the NAS Supply Department warehouse spaces for which the NAS Supply Officer is accountable whether or not the items are "out of location" (i.e., item is stored in wrong location in warehouse space) or not listed within UADPS-U2. The SP shall report the results of each physical inventory using a "Scheduled Physical Inventory Report of Warehouse Stock Items " (CDRL B0006). The SP shall obtain the UADPS-U2 "UJ95 Physical Inventory Serial Number Status Report" to prepare the CDRL. All items must be physically inventoried once each FY.

To meet the annual requirement for each line item, the SP shall complete conducting the physical inventory of the line item(s) NLT 30 calendar days after the Physical Inventory Cutoff Date (PICD) as specified on the Annual Physical Inventory Schedule. Associated with providing this service the SP shall:

- Coordinate with affected custodian in advance of conducting the physical inventory.
- Perform preadjustment research to determine the possible cause of item and record discrepancies (e.g., physical counts, NALCOMIS records and UADPS-U2 MSIR).
- Take corrective action to resolve discrepancies in accordance with results of preadjustment research.
- Input to UADPS-U2 loss/gain/zero adjustment to update MSIR records for each line item inventoried to reflect actual correct quantity and update NALCOMIS records to be in agreement. Each line item adjustment that requires a reversal action must be completed NLT 365 calendar days after the previous FY's UADPS-U2 input for that line item.

If there are no discrepancies requiring causative research, prepare and submit CDRL B0006 NLT 3 working days after SP-completion of input to UADPS-U2 of loss/gain/zero adjustment(s).

In the event of inventory discrepancies requiring causative research, the SP shall:
- Complete causative research for each applicable line item NLT 45 calendar days after inventory adjustment has been posted for that line item to UADPS-U2.

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- Input to UADPS-U2 reversal adjustment if causative research reveals a pervious invalid loss/gain to update MSIR records and update NALCOMIS records to be in agreement. Each discrepancy adjustment resulting from causative research must be completed NLT date of causative research completion.
- Complete blocks 1-11 on the DD Form 200 for each item if the causative research has failed to yield the cause of the material gain/loss. Provide DD Form 200 to custodian NLT 15 calendar days after completing the causative research.

Prepare and submit CDRL B0006 NLT 3 working days after completion of causative research and/or input to UADPS-U2 of final loss/gain adjustment(s) or NLT 3 working days after DD Form 200 submission.

C-5.6.1.3.2   *Conducting and reporting the results of scheduled physical inventories of sub-custody components*

The SP shall conduct and report the results of scheduled physical inventories of all sub-custody components located at activities within the PRC for which the NAS Supply Officer is accountable. The SP shall report the results of each physical inventory using a "Scheduled Physical Inventory Report for Subcustody Components" (See CDRL B0007). All components must be physically inventoried once each FY.

To meet the annual requirement for each component, the SP shall complete conducting the physical inventory of the component NLT 10 working days after the Physical Inventory Cutoff Date (PICD) as specified on the Annual Physical Inventory Schedule. Associated with providing this service the SP shall:
- Coordinate with the NAS Supply Officer, ASD Officer, and affected sub-custodian in advance of conducting the physical inventory.
- Perform preadjustment research to determine the possible cause of the component and record discrepancies (e.g., condition, physical counts, part numbers, NSNs, custody card records, ASD records, NALCOMIS records, UADPS-U2 MSIR).
- Notify custodian (currently ASD) in writing to adjust NALCOMIS and UADPS-U2 records, IAW research findings (e.g., if NSN requires re-identification to another member in the same Family Group[10])
- Sign and date NAVSUP Form 306 (sub-custody cards).

If there are no discrepancies requiring loss/gain adjustment, prepare and submit CDRL B0007 NLT 3 working days after the physical count is completed.

In the event of inventory discrepancies requiring loss/gain adjustment, the SP shall:
- Notify sub-custodian of unresolved discrepancies (requiring loss/gain adjustment) and request that sub-custodian complete and provide DD

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[10] ASD is responsible for updating of NALCOMIS record.

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Form(s) 200 to the SP. Obtain copy of the completed DD Form(s) 200 as an enclosure for (CDRL B0007).

- Adjust UADPS-U2 records regarding loss/gain, in accordance with research findings.
- Notify custodian (currently ASD) in writing to transfer quantities from sub-custody to Ready-for-Issue (RFI) fields for each discrepant record within NALCOMIS. Subsequent to ASD transferring the quantities, the SP shall decrement the RFI quantity in NALCOMIS for each discrepant record.

Prepare and submit CDRL B0007 within 5 working days of the physical count, including all DD Form 200(s) received from custodians to date. The CDRL shall indicate all pending DD Form 200(s).

C-5.6.1.3.3   *Conducting and reporting the results of scheduled physical inventories of MAMs/TBIs*

The SP shall conduct and report the results of scheduled physical inventories of all MAMs/TBIs items as located at AIMD for which the NAS Supply Officer is accountable. The SP shall report the results of a scheduled physical inventory report for MAMs/TBIs using (CDRL B0008). All line items must be physically inventoried once each FY.

To meet the annual requirement for each item, the SP shall complete conducting the physical inventory of the MAMs/TBIs NLT 10 working days after the scheduled commencement of physical inventory count as specified on the Annual Physical Inventory Schedule. Associated with providing this service the SP shall:

- Coordinate with the ASD Officer (who designates the custodian) and custodian in advance of conducting the physical inventory. MAMs/TBIs inventories are conducted around custodian's schedules.
- Sign and date NAVSUP Form 306 (custody cards) when in agreement with the entries.

If there are no discrepancies, prepare and submit CDRL B0008 NLT 3 working days after the physical count is completed.

In the event of inventory discrepancies, the SP shall notify the custodian of unresolved discrepancies and request that custodian complete and provide DD Form(s) 200 to the SP. The SP shall obtain a copy of the completed DD Form(s) 200 as an enclosure for CDRL B0008 and prepare and submit CDRL B0008 NLT 5 working days after the physical count, including all DD Form 200(s) received from custodians to date. The CDRL shall indicate all pending DD Form 200(s).

C-5.6.1.3.4   *Conducting and reporting the results of monthly fuel physical inventories*

The SP shall conduct and report the results of monthly physical inventories of all fuel as located in Fuel Division designated areas for which the NAS Supply Officer is accountable. The SP shall report the results of each physical inventory (including all DD Forms 200) using a "Scheduled Fuel Inventory Report" (See CDRL B0009).

To meet the monthly requirement for fuels inventories for October through August, the SP shall:

- Conduct each monthly inventory on the first calendar day of the following month. If that day is not a working day, then the SP shall conduct the inventory on the last working day of the month inventoried. The SP must conduct the inventory for September on the 30th of September.
- Coordinate with the Fuel Division in advance of each physical inventory to obtain escorting fuel Inspector for the inventory.
- During the inventory, take and record tank measurements and meter readings. Obtain pipeline and custody fuels volumes from the Fuels Inspector. Pipeline fuel refers to fuel located within the pipeline between a storage tank and its dispenser. Custody fuel refers to fuel external to fuel within the storage tanks (e.g., fuel within truck tanks).
- Calculate on-hand volumes for each fuel type, adjusted for temperature and American Petroleum Institute (API) gravity.
- Perform research to determine the possible cause of discrepancies between physical inventory volumes and RAPS FUELS Module volumes.
- Calculate variance using the following formula for each fuel type:

$$\frac{[(\text{tank volumes}+\text{custody fuel volumes}+\text{pipeline fuel volumes}) - \text{CARDEX}]}{\text{THRUPUT}}$$

- Enter loss/gain adjustments to RAPS for any differences between the inventory volumes and the volumes in RAPS.
- Notify Fuel Division if variance exceeds acceptable variance tolerance levels. Acceptable variance tolerances are: .50% for AVGAS and MOGAS and .25% for JP5, JP8, LS2, #2 Oil and downgrades.
- Complete Blocks 1-11 on DD Form 200 and submit to Fuel Division for each fuel type for which the allowable variance tolerance is exceeded. Provide DD Form 200 to Fuel Division NLT 5 working days after completing the causative research.

Prepare and submit CDRL B0009 NLT the later of either (1) NLT 5 working days after the end of the month reported on or (2) NLT 3 working days after DD Form 200 submission.

For September inventories the SP shall complete the following on the 30th of September, regardless of the day of week:

- During the inventory, take and record tank measurements and meter readings. Obtain pipelines and custody fuels volume from the Fuels Inspector.
- Calculate on-hand volumes for each fuel type, adjusted for temperature and American Petroleum Institute (API) gravity.
- Perform research to determine the possible cause of discrepancies between physical inventory volumes and RAPS FUELS Module volumes.
- Determine variance using the above variance formula for each fuel type.

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- Enter loss/gain adjustments to RAPS for any differences between the inventory volumes and the volumes in RAPS.

Note: Scheduled Fuel Inventory Report (CDRL B0009) shall be completed IAW inventory procedures described above for months of October through August.

C-5.6.1.4   *Conducting unscheduled physical inventories*

The SP shall conduct unscheduled physical inventories for items located at the NAS Supply Department warehouse spaces for which the NAS Supply Officer is accountable. The following events trigger unscheduled physical inventories:
- The SP receives a Spot Inventory Notification for warehouse refusals.
- The SP receives a special inventory request from an ICP, for example:
  - Requests by an Inventory Control Point (ICP) to resolve a bounceback (i.e., original referral returned by the storage activity because the item is not carried or the storage activity record is at 0 on a carried item) or a warehouse refusal at a storage activity.
  - Requests by an ICP to resolve record/quantity mismatches resulting from location reconciliations.
  - Requests by an ICP when a known or suspected imbalance exists between the recorded and actual on-hand balance.
- The SP receives a special inventory request from the DGR.

Associated with providing this service the SP shall:
- In cases of special inventory requests received from the DGR:
  - Enter unscheduled physical inventory request (ZAW) using next available serial number from SP maintain serial number log into UADPS-U2 to initiate the inventory NLT 1 working day after receipt of the special inventory request from the DGR.
- In all cases
  - Conduct physical counts and input counts to UADPS-U2:
  - Perform preadjustment research to determine the possible cause of the item and record discrepancies (e.g., physical counts, part numbers, NSNs, NALCOMIS records, UADPS-U2 MSIR, etc.).
  - Take corrective action to resolve discrepancies in accordance with results of preadjustment research.
  - Input to UADPS-U2 loss/gain/zero adjustment to update MSIR records for each line item inventoried to reflect actual correct quantity and update NALCOMIS records to be in agreement NLT 2 working days after receiving the Spot Inventory Notification.
  - In the event of inventory discrepancies requiring causative research, the SP shall:
    - Complete causative research for each applicable line item NLT 45 calendar days after inventory adjustment has been posted to UADPS-U2 for that line item.
    - Input to UADPS-U2 reversal adjustment to update MSIR records and update NALCOMIS records, as necessary, to be in agreement.

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Each discrepancy adjustment resulting from causative research must be completed NLT date of causative research completion.
- Complete blocks 1-11 on the DD Form 200 for each item if the causative research has failed to yield the cause of the material gain/loss. Provide the DD Form 200 to the responsible officer NLT 15 calendar days after completing the causative research.

C-5.6.1.5   Conducting and reporting the results of location surveys

The SP shall conduct and report the results of location surveys NLT date set by DGR. The SP shall report the results using the Location Survey Report (See CDRL B0010). Associated with providing this service, the SP shall coordinate with affected custodians to schedule location survey.

In the event of discrepancies (e.g., location, identity, condition, unit of issue) identified during location survey:
- For item(s) on the MSIR:
    - Notify custodian and DGR in writing of item discrepancies.
    - Upon receiving direction from the DGR, process adjustment in UADPS-U2 and update NALCOMIS.
- For item(s) not on the MSIR:
    - Notify DGR in writing of item discrepancies.
    - Upon receiving direction from the DGR, process adjustment in UADPS-U2 and update NALCOMIS. Adjustments for location surveys may include a ZAW, which triggers an unscheduled physical inventory request.

C-5.6.1.6   Preparing and submitting Inventory Control Effectiveness Reports

The SP shall prepare and submit Inventory Control Effectiveness (ICE) Reports (See CDRL B0011) on a quarterly basis. The SP shall submit each ICE Report for review NLT 3 working days after the end of the quarter reported on. The SP shall incorporate Government edits and resubmit ICE Reports to the review chain for final approval.

C-5.6.2 Conditions of Performance

C-5.6.2.1   Work Environment

- The SP will be exposed to normal office and warehouse environments. Meeting service requirements may require SP employees to engage in walking, bending, climbing, standing, and carrying objects up to or not to exceed 30 lbs. At times, SP employees will be required to move from various locations in adverse weather conditions.

- Dynamic environment. The line items and associated on-hand quantities change frequently. Offerors should **not** assume that their technical approaches will preclude requirements to perform:
    - Multiple recounts
    - Research (including pre-adjustment, causative, etc.)
    - Multiple physical inventory adjustments

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C-5.6.2.2 Interactions/Authorities

- Deputy NAS Supply Officer, and NAS Supply Officer
- Custodians/Sub-custodians
- Inventory Accuracy Officer (IAO)

C-5.6.3 Directives/Publications

* Electronic version unavailable. Hardcopy version available for viewing by appointment.

Document Number	Title	Date	Mandatory (M) or Advisory (A)	Location
N/A	Real Time Inventory Counting (RTIC) User's Manual	Aug 99	A	*
DOD 4140.25-M Volumes I-IV	DOD Management of Bulk Petroleum Products, Natural Gas, and Coal	Jun 94	A	http://www.dtic.mil/whs/directives *Type:* Publication
NAVSUP Publication 485 Vol II	Naval Supply Procedures Supply Appendices	21 Oct 97	M	http://www.navsup.navy.mil Naval Logistics Library / Commercial Access/ NAVSUP Digital Documents *Category:*Publication *Keyword:* 485
NAVSUP Publication 485 Vol III	Naval Supply Procedures Ashore Supply	9 Jun 98	M	http://www.navsup.navy.mil Naval Logistics Library / Commercial Access/ NAVSUP Digital Documents *Category* Publication *Keyword:* 485
NAVSUP Publication 558[11]	Fuel Management Ashore	Dec 94	M	http://www.navsup.navy.mil Naval Logistics Library / Commercial Access/ NAVSUP Digital Documents *Category:*Publication *Keyword:* 558

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[11] Not available electronically from NLL web site.

Document Number	Title	Date	Mandatory (M) or Advisory (A)	Location
NAVSUP Publication 723	Navy Inventory Integrity Procedures	19 Apr 00	M[12]	http://www.navsup.navy.mil Naval Logistics Library / Commercial Access/ NAVSUP Digital Documents *Category* Publication *Keyword:* 723
OPNAVINST 4020.25_[13]	Controlling and Accounting for Ground Fuels	6 Mar 85	M	http://neds.nebt.daps.mil/directives/table14.html
	Inventory Procedures Manual	11 Sep 00	M	*
	UADPS-U2 Exception Codes and Correction Procedures Manual	14 Nov 00	M	*
SUPPINST 4480.1_	Procedures for Processing Inventory Adjustments	15 Oct 99	M	*

C-5.6.4 Government Forms

Form Number	Title	Date	Mandatory (M) or Advisory (A)	Location
DD Form 200	Financial Liability Investigation of Property Loss	Oct 99	M	http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM
NAVSUP 306	Custody Card	Jan 83	M	IP ADDRESS
NAVSUP 766	Stock Record Card	Dec 62	M	http://www.navsup.navy.mil Naval Logistics Library / Commercial Access/ NAVSUP Digital Documents *Category:* All *Keyword:* 766

C-5.6.5 Deliverables

CDRL Number	Title

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[12] The NAS Supply Department is a Navy shore activity within the Naval Supply Systems Command claimancy.

[13] ¶ 4 to Encl (1) contains variances and tolerances.

CDRL Number	Title
B0004	Annual Physical Inventory Schedule
B0005	Classified Items Physical Inventory Report
B0006	Scheduled Physical Inventory Report of Warehouse Stock Items
B0007	Scheduled Physical Inventory Report of Sub-Custody Components
B0008	Scheduled Physical Inventory Report of MAMs/TBIs
B0009	Scheduled Fuel Inventory Report
B0010	Location Survey Report
B0011	Inventory Control Effectiveness (ICE) Report

C-5.6.6 Documentation to be maintained

The SP shall maintain the following documentation according to retention period defined in Section C-5.2., unless otherwise specified in the following table.

Document	Description
Annual Physical Inventory Schedule	Annual Physical Inventory Schedule and associated documents
Classified Items Physical Inventory Reports	Classified Items Physical Inventory Reports and associated documents
Scheduled Physical Inventory Reports of Warehouse Stock Items	Scheduled Physical Inventory Reports of Warehouse Stock Items and associated documents
Scheduled Physical Inventory Reports for Sub-Custody Components	Scheduled Physical Inventory Reports for Sub-Custody Components and associated documents
Scheduled Physical Inventory Report for MAMs/TBIs	Scheduled Physical Inventory Report for MAMs/TBIs and associated documents
Scheduled Physical Inventory Documents	Each file includes the Z8P Request, Quality Assurance Division Reports, UJ88 (Preliminary Cutoff Listing), UJ90 (Trial Balance Listing), UJ95 (Serial Number Status Report) and UP72 (Manual Review Listing UADPS-U2 Reports, RTIC Count Sheets, DIFM Turnarounds Report and NALCOMIS Stock Status Summary (filed in serial number sequence)
Scheduled Fuel Inventory Reports	Fuel Inventory Reports and associated documents
Unscheduled Physical Inventory Packages	Warehouse Refusal (Spot Inventory Notification) Packages
ZAW Special Inventory Requests	Includes ZAW forms submitted by requestors, UJ88 Reports and UJ90 Reports
Research Packages	Manual reviews, Spot Inventory Notifications, causative research packages (filed in NIIN sequence)
DD Form 200 Survey Packages	DD Form 200s and associated Research

Document	Description
	Package Documentation
Location Surveys	Includes UJ79 Audit Listings and ZEL Listings
Inventory Control Effectiveness (ICE) Reports*	Cover Letters and associated UA42 UADPS-U2 Reports
Fuel Types and Volumes Inventoried Reports	Fuel Types and Volumes Inventoried Reports
Warehouse Refusals Log Book	Handwritten log updated when UH33, UP72 & UH09 Listings received for Spot Inventory Notifications
Log Book of RTIC Count Assignments	Handwritten log of RTIC Count Assignments for scheduled physical inventories
Log Book of ZAWs	Handwritten log of unscheduled physical inventories with assigned serial numbers
Log Book of Surveys	Location Survey data
Material Movement Documents (MMD)	MMDs (filed in NIIN sequence)
DD Form 1348-1	Issue Documents
UA32	Daily transaction ledger of the UA43G (monthly ledger). SP shall retain until reconciliation against UA43G (monthly ledger) is completed.
EA05Z1	Inventory Document Identification (Doc ID) Report (daily print-out)
UA33	Counts of Selected Merged Inventory Transactions- counts of Doc ID #s that have been utilized/generated
UA43G	UADPS-U2 Consolidated Transaction Ledger
UA53	MSIR Statistic- depicts MSIR statistical data by cognizance and MSIR data elements
UJ19	PSF Purge Listing
UJ20	Physical Inventory Workload Status Summary (Monthly print-out)
UI87G	Monthly Warehouse Statistics
UI88G	3 Reports: 1) Warehouse Refusals in location sequence 2) Warehouse Refusals in NSN sequence 3) Warehouse Refusals in date sequence
UI88H	Monthly Cumulative Warehouse Refusals
UI89G	Year-to-Date (YTD) Warehouse Refusal Statistics
UH90	Inventory Loss/Gain Transaction (Summary) Report
UA42	Inventory Control Effectiveness- Physical Inventory Report
EA10N1	Incoming Autodin (DJA)- request from an ICP to perform a special inventory

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C-5.6.7 Standards of Quality

PWS ¶	SP's Service	Quality Standard	AQL	Lot
C-5.6.1.2	Conducting and reporting the results of physical inventories of classified items	Accurately completed physical inventories and resulting reports	0%	# of classified line items per inventory
C-5.6.1.3.1	Conducting and reporting the results of scheduled physical inventories of warehouse stock items	Accurately completed scheduled physical inventories and resulting reports	0% for controlled items	# of controlled line items per inventory
			1% for non-controlled items	# of non controlled line items per inventory
C-5.6.1.3.2	Conducting and reporting the results of scheduled physical inventories of sub-custody components	Accurately completed scheduled physical inventories and resulting reports	0%	# of sub-custody line items per inventory
C-5.6.1.3.4	Processing and reporting the results of monthly fuel physical inventories	Accurately completed physical inventories and resulting reports	0%	# of tank measurements and meter readings per inventory
C-5.6.1.4	Conducting unscheduled physical inventories	Accurately completed spot inventory	0%	# of spot notifications
		Accurately completed special request inventory	0%	# of special requests
C-5.6.1.5	Conducting and reporting the results of location surveys	Accurately completed location surveys	5%	# of line items per location survey

C-5.6.8   Standards of Timeliness

PWS ¶	SP's Service	Timeliness Standard	AQL	MDS
C-5.6.1.2	Conducting and reporting the results of physical inventories of classified items	Notify the DGR of all unresolved discrepancies NLT 1 working day after identifying the discrepancy.	0%	Not applicable (N/A)
C-5.6.1.3.1	Conducting and reporting the results of scheduled physical inventories of warehouse stock items	Complete conducting the physical inventory of the line item(s) NLT 30 calendar days after the PICD as specified on the Annual Physical Inventory schedule	0%	N/A
		Complete causative research for each applicable line item NLT 45 calendar days after inventory adjustment has been posted for that line item to UADPS-U2.	1%	NLT 10 calendar days after time allowed in the timeliness standard

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PWS ¶	SP's Service	Timeliness Standard	AQL	MDS
		Provide DD Form 200 to custodian NLT 15 calendar days after completing the causative research.	1%	NLT 10 calendar days after time allowed in the timeliness standard
C-5.6.1.3.2	Conducting and reporting the results of scheduled physical inventories of sub-custody components	Complete conducting the physical inventory of the component NLT 10 working days after the PICD as specified on the Annual Physical Inventory Schedule.	1%	NLT 5 working days after time allowed in the timeliness standard
C-5.6.1.3.4	Processing and reporting the results of monthly fuel physical inventories	Provide DD Form 200 to Fuel Division NLT 5 working days after completing the causative research.	10%	NLT 1 working day after time allowed in the timeliness standard
C-5.6.1.4	Conducting unscheduled physical inventories	Input to UADPS-U2 loss/gain/zero adjustment to update MSIR records for each line item inventoried to reflect actual on-hand quantity and update NALCOMIS records, as necessary, to be in agreement NLT 2 working days after receiving the Spot Inventory Notification.	1%	NLT 5 calendar days after time allowed in the timeliness standard
		Complete causative research for each applicable line item NLT 45 calendar days after inventory adjustment has been posted to UADPS-U-2 for that line item.	1%	NLT 3 working days after time allowed in the timeliness standard

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C-5.6.9 Workload Measurements

PWS	SP Service	Workload Indicator	Base Year	Year 2	Year 3	Year 4	Year 5
C-5.6.1.1	Preparing, submitting and incorporating approval chain changes and distributing the Annual Physical Inventory Schedule	#of schedules prepared/year	1[14]	1	1	1	1
C-5.6.1.2	Conducting and reporting the results of physical inventories of classified items	# of line items of classified items subject to quarterly physical inventories and physical inventories triggered by change of NAS CO/SUPPO/ASD Officer	10	10	10	10	10
		# of FY quarterly physical inventories of classified items/year	4	4	4	4	4
		# of times/year CO/ NAS Supply/ASD officer replacements occur[15]	TBD	TBD	TBD	TBD	TBD

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[14] The preparation of 2 schedules may be required for the base year—one covering the remainder of the FY at Award and one later for the upcoming FY.
[15] NAS Supply Officer changes approximately every 3 years. ASD Officer changes approximately every 2 years. NAS Commanding Officer changes approximately every 2 years

PWS	SP Service	Workload Indicator	Base Year	Year 2	Year 3	Year 4	Year 5
C-5.6.1.3.1	Conducting and reporting the results of scheduled physical inventories of warehouse stock items	# of line items/year subject to scheduled physical inventories	9781	9781	9781	9781	9781
		# of DD Forms 200 prepared/year for physical inventories of unclassified items	13	13	13	13	13
C-5.6.1.3.2	Conducting and reporting the results of scheduled physical inventories of sub-custody components	# of components/year subject to scheduled physical inventories	99	99	99	99	99
C-5.6.1.3.3	Conducting and reporting the results of scheduled physical inventories of MAMs/TBIs	# of line items/year subject to scheduled physical inventories	389	389	389	389	389
C-5.6.1.3.4	Processing and reporting the results of monthly fuel physical inventories	# of scheduled physical inventories/year	12	12	12	12	12
		# of fuel types inventoried each month	8	8	8	8	8
		# of DD Forms 200 prepared/year for fuel inventories	33	33	33	33	33
C-5.6.1.4	Conducting unscheduled physical inventories	# of Spot Inventory Notifications/year	62	62	62	62	62
		# of special requests/year	218	218	218	218	218

The following FY-98, FY-99 and FY-00 warehouse refusal and special request data is provided to show the unpredictability of when unscheduled physical inventories are triggered.

Warehouse Refusals

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
FY98	1	2	2	1	2	8	3	7	3	2	3	9	43
FY99	4	1	2	7	4	8	8	3	4	2	12	8	63
FY00	7	13	4	1	7	11	6	3	6	5	12	5	80
AVG[16]	4	5	3	3	4	9	6	4	4	3	9	7	62

Special Requests

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
FY98	19	6	145[17]	47	11	8	51	16	38	18	10	24	393
FY99	8	3	5	19	1	7	8	7	9	7	4	10	88
FY00	10	1	3	9	17	16	13	14	11	23	35	22	174
AVG	12	3	51	25	10	10	24	12	19	16	16	19	217

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[16] Averages are rounded to the nearest whole # and are derived from the 3 fiscal years represented in the table.
[17] This number is significantly higher than the average monthly number of special requests, because the NAS Supply Department management requested a special inventory review.

PWS	SP Service	Workload Indicator	Base Year	Year 2	Year 3	Year 4	Year 5
C-5.6.1.5	Conducting location surveys	# of line items subject to a location survey/year[18]	626	626	626	626	626
C-5.6.1.6	Preparing and submitting ICE Reports	# of ICE Reports/year	4	4	4	4	4

[18] Historically, NAS Supply Management's requests for this service are infrequent. The base year data represents 1 location survey performed in a 3-year period.

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C-5.7 Systems Analysis Services

The SP shall develop, support, and maintain systems, platforms, applications and programs for the NAS Supply Department . The SP shall implement, manage and maintain automated data processing systems which are developed by a Central Design Agency (CDA)/system sponsor or whose specifications are written by the SP . The SP shall act as liaison between the NAS Supply Department, Comptroller and CDAs/system sponsors on all matters relative to supported systems. The SP's level of responsibility varies for each system. Some systems are owned by system sponsors and the SP acts as subject matter expert (SME) and liason between end-users and the system sponsor (e.g., UADPS-U2). With other systems, the SP may act as liason between end-users and the database administrators (e.g., RAPS and PAXIS database administrators) or act as database administrator (e.g., NALCOMIS Supply Database Administrator). The SP holds primary responsibility for locally designed NAS Supply Department unique programs (e.g., EP04 program for MOV processing). The following are some of the current systems utilized by the NAS Supply Department for which the SP shall be responsible:

- Uniform Automated Data Processing System (UADPS-U2)
- Naval Aviation Logistics Command Management Information System (NALCOMIS)
- Storage Barcode System
- Commercial Shipper Application
- Requisition Automated Processing System (RAPS)
- Fuels Utilization Expenditure Link System (FUELS)
- Patuxent River Inventory System (PAXIS)
- Electronic Transportation Acquisition (ETA)/PowerTrack
- Material Financial Control System (MFCS)

C-5.7.1 Requirements

C-5.7.1.1   *Report operational status of UADPS-U2 at the beginning of the working day*

The SP shall check the operational status of all UADPS-U2 jobs not earlier than (NET) 6:00 am local time and report the status orally to the DGR NLT 8:00 am local time each working day. Associated with providing this service, the SP shall:
- Coordinate with the Regional Support Activity (RSA) regarding problem job(s) NLT 9:00 am local time each working day.
- In cases where the SP has sufficient access to the system, the SP shall correct the problem NLT 1:00 pm local time each working day. Note: the SP has limited access to programming capabilities in UADPS-U2 programs.

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C-5.7.1.2   Provide analytical/technical services for system/user problems related to existing systems

The SP shall provide analytical/technical services related to system/user problems for all NAS Supply Department systems for which the SP is responsible.For example: The UADPS-U2 system is a networked system used to complete the processing of transactions used in the daily support of the NAS Supply Department. UADPS-U2 has associated platforms, applications and numerous sub-programs that the SP shall maintain. UADPS-U2 interfaces with many of the other NAS Supply Department computer systems. The Tandem hardware is located at Defence Information Systems Angency (DISA), San Diego, CA. The Tandem is the interface that allows access to the IBM computer system located at Defense Mega Center (DMC), Mechanicsburg, PA. The CDA/system sponsor, Fleet Material Support Office (FMSO), is responsible for the system software and is located in Mechanicsburg, PA. A problem involving UADPS-U2 may occur at any of the locations/interfaces described above, and the SP shall be responsible for identifying, researching, and coordinating resolution of the problem.

Upon identification system problem, the SP shall perform the following, as applicable:
- Identify the type of problem. The primary types of problems the SP may encounter are user errors, hardware/software problems, and system malfunctions. The SP shall:
  - In cases where the problem is as a result of user error, provide instructions to user that correct the problem.
  - In cases where the problem is caused by hardware malfunction that is the responsibility of the SP, process corrective action. In cases where the problem is caused by hardware malfunction that is not the responsibility of the SP, coordinate the processing of corrective action. If it is a scanner problem, correct IAW Section C-5.7.1.4.
  - In cases where the problem is a result of a system malfunction:
    - If the SP has sufficient access to the system, the SP shall correct the problem (e.g., SCAs, PCCs, etc.) NLT 1 working day after identification of problem.
    - If the SP does not have sufficient access to the system to correct the problem, the SP shall collaborate with the CDA/system sponsor to derive a permanent or interim (workaround) solution to the problem.   The SP shall initiate collaboration with the CDA/system sponsor NLT 1 working day after identification of the problem.
      - When a solution/workaround results, the SP shall implement the solution/workaround, including coordinating with the end user, NLT 1 working day after solution/workaround is received from CDA/system sponsor.
      - Where no resolution results, the SP shall continue to collaborate with the system sponsor until problem is resolved. Report UADPS-U2 problems that remain unresolved for more than 5 working days using a Program Trouble Report (PTR)/Program Change Request (PCR).

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Follow-up on PTR/PCR requests, until solution is provided, on a monthly basis.

In cases where system problems are identified by user, the SP shall notify user of problem resolution/status within 1 working day of user notifying SP of problem.

C-5.7.1.3   Perform Naval Aviation Logistics Command Management Information System (NALCOMIS) database administration

The SP shall serve as NALCOMIS Supply Database Administrator (SDBA) for the NAS Supply Department . The NALCOMIS relational database is tailored to meet the logistics requirements of Supply Department's customers at the PRC. Associated with providing this service, the SP shall:

- Check the operational status of NALCOMIS and report the status orally to the DGR NLT 8:00 am local time each working day.
- Ensure that system security is maintained by granting system access to each NAS Supply Department user consistent with their duties:
    - o Ensure that a user profile was established by the Maintenance Database Administrator (MDBA) at the Aircraft Intermediate Maintenance Department (AIMD). Once a user profile was established by MDBA, assign a user log-in ID and password NLT 1 working day after establishment of user profile, and provide user ID and password to user.
    - o Modify passwords upon request of work center supervisor, and delete passwords when no longer required. Contact the MDBA to re-set password when user access is denied.
    - o Assign, modify or delete Special Maintenance Qualifications (SMQ) and work center tasking/function restrictions IAW work center supervisor's instructions NLT 1 working day after receipt of request.
- Monitor interface processing no less than four times per workday at two hour intervals to ensure the accuracy of and agreement between NALCOMIS database records and UADPS-U2 system records, including:
    - o In situations of failed system interface between NALCOMIS and UADPS-U2, the SP shall contact the MDBA to research failure. The MDBA takes corrective action to resolve the failed interface.
    - o In cases where record data does not successfully transfer between NALCOMIS and UADPS-U2, the SP shall contact the cognizant NAS Supply office NLT 2 working hours after discovery of record appearing on the interface error listing. If the user's access level does not permit correction of the problem, the SP will take corrective action NLT 1 working day after receiving request, which may include contacting MDBA for action.
- Upon receiving notice from the MDBA or RSA that utility programs (e.g., Change Notices, NIIN Reconciliations, etc.) are not available for downloading IAW CDA's schedule, the SP shall contact the CDA for resolution NLT 1 working day after receiving the notice.
- Notify NAS Supply Department users of upcoming system releases, and provide summary of changes and implementation dates. Interface with the CDA if

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problems with the new system release are encountered. If training on the system release is required, the SP shall coordinate training requirements IAW Section C-5.7.1.21.2.

- Run/distribute NALCOMIS reports. Reports are of the following five types: 1) Batch Reports, 2) Ad-hoc Reports, 3) Recurring Ad-hoc Reports, 4) Scheduled Reports, and 5) Interface Reports.
  - o Batch Reports (NIIN Reconciliation and Change Notice) are received monthly by the SP from Maintenance Data Base Administrator (MDBA). SP shall distribute copies of reports IAW NALCOMIS Batch Reports Distribution List (see Technical Attachment 4).
  - o Ad-hoc Reports are customized reports generated upon request by a NALCOMIS user. SP shall create, print, and distribute copies of reports to the requestor.
  - o Recurring Ad-hoc Reports are customized reports generated by the SP according to the schedule identified in Technical Attachment 5. SP shall create, print, and distribute copies of reports IAW TA-5.
  - o Scheduled reports are reports for specific transactions requiring research by the user and changes to the NALCOMIS database by the SP as requested by the user. These reports are generated by the SP according to the schedule identified in Technical Attachment 5. SP shall create, print, and distribute copies of reports IAW NALCOMIS Recurring Ad Hoc/Scheduled Reports Distribution List (see Technical Attachment 5).
  - o Interface reports are reports that detail all transactions processed through the NALCOMIS and UADPS-US interface. For the incoming interface reports, the SP shall print/purge and maintain hard copies of the reports on file for three months. For the outgoing interface reports, the SP shall print and maintain hard copies of the reports on file for three months. These reports are generated by the SP according to the NALCOMIS Interface Reports Schedule (seeTechnical Attachment 6).
- Make changes to database NLT 1 working hour after receipt of written notification from NAS Supply Department user. Examples of database changes include:
  - o Changes to stock summary fields (e.g. Ready for Issue/Pack-up on Hand (RFI/POH) and Data Base Alignment (DBAG).
  - o Changes to system tables (e.g., JON, BUNO, TECH, ORG, COG).
  - o Change or assign delivery codes pursuant to UADPS-U2 delivery code changes.
- Resolve system problems. Identify the type of problem NLT 1 working day after discovery by the SP or user notification. The primary types of problems the SP may encounter are user errors, hardware/software problems, and system malfunctions. The SP shall:
  - o Correct those that can be resolved by the SP NLT 1 working day after discovery/notification of the problem. For problems that cannot be resolved by the SP, the SP shall contact the CDA for resolution NLT 2 working days after discovery/notification of the problem. CDA for NALCOMIS is SPAWAR.

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- Upon CDA request, prepare Trouble Report (TR)/Change Proposal (CP) documentation and forward to CDA NLT 1 working day after CDA request. Follow-up on TR/CP requests, until solution is provided, on a monthly basis.
- Update printer table files to re-direct Hard Copy Notices (HCN) if printer problem occurs, NLT 1 working day of user request. In the event that UADPS-U2 is inoperable, contact ASD management to determine if NALCOMIS should be placed in contingency. If so, the SP shall place NALCOMIS in contingency and notify MDBA. When UADPS-U2 becomes operational, remove NALCOMIS from contingency, and notify the MDBA and ASD.

C-5.7.1.4 *Provide analytical/technical services related to scanner equipment problems*

There is multiple scanner equipment located in the PRC NAS Supply Department at various locations. Scanners, or "Intermecs," refer to Real Time Inventory Counting (RTIC) system scanners or Janus 2020 barcode scanners, which download via Intermec cradles, recorded information to various computer system(s). Upon receiving a repair request, the SP shall examine all scanner equipment to identify the type of problem and determine which level of repair is required. This includes testing the Intermec cradle for operability. There are three repair levels for Intermec/equipment failures, described as follows:

- First, Intermecs/equipment that are repairable by the SP. Examples of repairs that can be accomplished by the SP are:
    - Replacing batteries in equipment
    - Rebooting the Intermec
    - Reloading software to the Intermec

The SP shall accomplish repair NLT 1 working day after receipt of request for repair.

- Second, storage and receiving Intermecs/equipment that may be repairable by a non-SP Computer Programmer supporting the NAS Supply Department. In these cases, the SP shall identify the equipment that is problematic and contact the Computer Programmer for repair assistance NLT 1 working day after determination that the equipment is problematic. If the Computer Programmer indicates that the Intermecs/equipment cannot be repaired, see third repair level.
- Third, all Intermecs/equipment that require repair/replacement by the manufacturer. The SP shall complete a DD 1149 and forward with equipment to Shipping for return to the manufacturer. The SP shall accomplish this NLT 2 working days after determination that the Intermec/equipment requires manufacturer repair/replacement. Upon receipt of repaired/replaced Intermec/equipment from the manufacturer, the SP shall contact the Computer Programmer to load software to prepare Intermec/equipment for use.

C-5.7.1.5   Run/distribute reports

Reports are generated per NAS Supply Department requirements. Associated with providing this service the SP shall:

- Provide reports:
  - Recurring UADPS-U2 reports
    - Select report that provides desired output.
    - Determine recipients of report.
    - Determine frequency of distribution.
    - Submit ADPSR to RSA which indicates the report(s) selected, and the report distribution and frequency.
    - Update the NAS Supply Department UADPS-U2 Report Distribution List (see Technical Attachment 7).
  - Ad hoc reports
    - UADPS-U2 (UH30)
      - Select report data fields to meet report recipient requirements.
      - Prepare layout of output.
      - Input, verify and transmit PCC data in Tandem.
    - Other than UADPS-U2 and NALCOMIS
      - May be requested by users for any system, at any time, and require programming for initial generation.
      - Determine if the requested report can be generated by the SP.
      - If report can be generated by the SP, complete processing of request.
      - If reports are the responsibility of other system administrators (e.g., RAPS Team, PAXIS Team, etc.), the SP shall coordinate the generation/set-up of the reports and ensure that the requirements of the requestor are accomplished.
- Modify existing reports. If changes are required for report format or to the date and time of report run, PCC changes must be made before report may be processed.
- Ensure that reports are executed and delivered to intended recipients as scheduled. Reports other than NALCOMIS reports are printed at the Information Management Department (IMD) and forwarded to the NAS Supply Department.

C-5.7.1.6   Update RAPS National Stock Number (NSN) technical data fields

The SP shall update RAPS NSN technical data fields (e.g. COG, NSN, unit of issue and unit price)to be consistent with FEDLOG data. To process updates the SP shall:

- Receive request from customers via e-mail or phone for required changes.
- Process changes to match FEDLOG data via RAPS system.

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C-5.7.1.7 Add/modify/delete delivery codes/addresses/serial numbers to UADPS-U2, NALCOMIS, and RAPS

The SP shall add/modify/delete delivery codes/addresses/serial numbers in UADPS-U2, NALCOMIS, and RAPS to update material delivery information. To accomplish this, the SP shall:

For Delivery Codes/Addresses:

- Receive request for addition/modification/deletion via e-mail.
- For additions of delivery codes, obtain next available delivery code from delivery code assigment listing (see Technical Attachment 8).
- Add/modify/delete 2 digit delivery code, new address or changes to existing address into the UADPS-U2 Name and Address File, NALCOMIS, and RAPS.
- Print and distribute updated delivery code listing to NAS Supply Department Material Division Officer.

For Serial Numbers:
- Receive request for additional serial numbers or modification of serial number assignments via e-mail.
- For additions of serial numbers, obtain next available serial number from the Serial Number Assignment Listing provided as Technical Attachment 9.
- Add/modify/delete serial number assignment within the local referral program utilized by UADPS-U2 and NALCOMIS.
- Print and distribute updated Serial Number Assignment listing to NAS Supply Department Division Officers.

C-5.7.1.8 Process system(s) password/access requests

The SP shall process all requests for access to systems maintained by NAS Supply Department. Associated with providing this service, the SP shall:
- Receive request from user requiring password.
- Provide password request forms to user for completion (System Authorization Access Request (SAAR) DISA Form 41). Obtain SAAR forms at HTTPS//wingspan.nawcad.navy.mil.
- Receive evidence of existing security clearance or results of successful background check. Military personnel provide copy of background checks to SP completed by PSD office (OPNAV 5521, "Certificate of Personnel Security Investigation, Clearance and Access"). For contractor personnel- background check information must be provided by their administration office. Civilians must contact NAWCAD Security Department for background check paperwork and must provide a completed copy to the SP.
- Within 1 working day of receiving completed password request forms, sign and FAX forms to the Security Department(s) that will issue password/access for applicable system(s. Security forms are maintained by the SP.
- Upon receipt of authorization from Security Department(s) (received by phone or e-mail), send an e-mail to each applicant which indicates both one-time

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password and user ID (provided to SP by Security Department). Provide each applicant with instructions for changing password. Additionally, for UADPS-U2 password requests, the SP shall:

- o Add assigned Burroughs Originator File Identifiers (BOFI) to SCA. BOFIs are unique identifiers for each individual employee and are assigned by RSA for UADPS-U2 system.
- o Assign user ID by obtaining next available user ID from the User ID Assignment Listing provided as Technical Attachment 10.

C-5.7.1.9   Attend Meetings, Conferences, and Seminars

The SP shall attend meetings, conferences and seminars to obtain knowledge of current computer systems and future computer system initiatives. Typically the conferences are located outside of the PRC and may involve travel outside of the local area. The Government will reimburse the SP, in accordance with the Joint Travel Regulations (JTR), Volume 2, Department of Defense Civilian Personnel, Current Edition, for travel to the meetings, conferences and seminars specifically required by the Government and authorized in advance by the DGR. The SP is responsible for accomplishing their own travel arrangements. Conferences and seminars are generally a week in length. Meetings generally are one to two days in length. Associated with providing this service, the SP shall:

- Discuss system problems/issues experienced at the PRC
- Participate in working groups for design and development of changes/new systems.
- Complete action items assigned to PRC NAS Supply Department, generated from conference, NLT completion date required by system sponsor and working group. Action items may include requests for information, testing and providing results, etc.
- Prepare trip report (conference synopsis) and forward to the DGR NLT 5 working days after the end of the conference, that addresses the following:
  - o Date of conference
  - o General description of conference
  - o Agenda Items
  - o SP action Items.

C-5.7.1.10   Coordinate system implementations/projects

The SP shall coordinate all NAS Supply Department system implementations. The SP shall complete system implementations NLT the required completion date stated on the system sponsor Plan of Action and Milestones (POA&M). Associated with providing this service, the SP shall:

- Receive notice of forthcoming implementation from the DGR.
- Determine resources required for implementation, including: hardware, software, space allocation, volume of work, type of documents, personnel, costs, areas affected, workflow issues, maintenance agreements, etc.

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- Prepare internal SP POA&M for implementation and submit to the DGR for approval. Submit approved POA&M to the organization requesting initial implementation/project.
- Develop specifications for local computer interfaces (if any local interfaces are required) to support NAS Supply unique requirements.
- Create a test package and conduct testing in conjunction with the system sponsor to validate the system and to make modifications as required. Testing primarily occurs on weekends. Based on the complexity of the implementation, several meeting and testing days may be required before implementation is completed.
- Conduct implementation in conjunction with the system sponsor. If a UADPS-U2 implementation prepare and forward Automated Data Processing Service Request (ADPSR) to RSA Application Support Office at least one week in advance of implementation.
- Identify problems with the system that arise during/after implementation. Create or apply workaround in conjunction with system sponsor NLT 1 working day after the problem is discovered. Report UADPS-U2 implementation problems that remain unresolved or are discovered more than 5 working days after implementation date using a Program Trouble Report (PTR)/Program Change Request (PCR).
- Apply system patches received from system sponsor, document process/results and notify system sponsor of results (if UADPS-U2 patch, see C-5.7.1.11).
- Coordinate/conduct training IAW (C-5.7.1.21.2 Training).
- Make changes to procedure manuals, as needed, to reflect new system processing procedures (See Section C-5.7.1.12.1).

Prior to implementation, when requested by the DGR, the SP shall perform Feasibility and/or Impact Studies. The SP shall submit report of results of Feasibility and/or Impact Studies NLT DGR requested date.

C-5.7.1.11 Coordinate software program releases/patches

The SP shall coordinate NAS Supply Department implementations of UADPS-U2 program releases/patches that are distributed by the CDA. Releases refer to new versions of applications that update the system at all Stock Points. Patches are developed by the CDA in response to problems discovered by the CDA, the end-user or the SP. Associated with providing this service, the SP shall:

- Receive software release or patch information from CDA (may be received through e-mail, telephone, FAX, website, etc).
- Review and analyze software release or patch information to determine extent of program changes and updates. If necessary, make changes to system programs to accommodate release/change (e.g. changes to System Constant Areas (SCAs) or to Program Control Cards (PCCs), development of program job strings, etc).
- FAX Automated Data Processing Service Request (ADPSR) form to RSA to authorize the RSA to:

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- o apply software release to system NLT 1 calendar month after either (1) the release documentation is posted to the CDA's website, or (2) special release information is received from CDA; or
- o apply patch to system NLT 2 working days after receipt of patch information from CDA.
- Notify workstation users of program changes affecting their area prior to the RSA's implementation of the release/patch.
- Notify CDA/RSA of any identified problem(s) with release/patch to derive a solution to the problem or a workaround (e.g., re-install of previous program version). The SP shall notify the CDA/RSA NLT 1 working day after discovery/notification of the problem. If the CDA/RSA provides a solution, the SP shall implement the solution/workaround NLT 1 working day after solution/workaround is provided.
- Where no resolution results, the SP shall continue to collaborate with the CDA until problem is resolved. Report UADPS-U2 problems that remain unresolved for more than 5 working days using a PTR/PCR. Follow-up on PTR/PCR requests, until solution is provided, on a monthly basis.

C-5.7.1.12   Prepare/Maintain procedures manuals/directives

The SP shall prepare new procedures manuals and revisions and interim changes to existing procedures manuals for functions performed in the NAS Supply Department, including those functions performed by the SP. The SP shall ensure that NAS Supply Department procedures manuals provide sufficient guidance for personnel to correctly perform the processes. The SP shall prepare and maintain NAS Supply Department directives, including preparing new directives and revisions and interim changes to existing directives. Direction to prepare a new manual/directive or revise/change an existing manual/directive may be received from the DGR, an ICP, or a CDA. The direction may be received by telephone, Naval message, or e-mail.

The SP shall ensure that proposed new directives/procedures manuals, interim changes to directives/procedures manuals, or revisions to directives/procedures manuals do not contain provisions contrary to directives issued by higher authority. In order to prepare new directives/procedures manuals, the SP may confer with user representatives/subject matter experts multiple times.

C-5.7.1.12.1 SP Prepare/Maintain Procedures Manuals
- The SP shall prepare procedures manuals that describe the processes the SP will use in the performance of all SP services (CDRL B0012). The SP shall submit procedures manuals to DGR for approval NLT 90 calendar days after the start date of performance under this award. Upon Government approval, the SP procedures manuals are binding upon the SP under this Award.
- The SP shall prepare procedures manuals for NAS Supply Department functional areas outside of the SP. The SP shall submit procedures manuals to the DGR for approval within the time frame specified by the DGR (see CDRL B0012). The procedures manuals may include complete revisions to manuals for existing NAS

Supply Department functional areas or manuals for new NAS Supply Department functional areas.

- The SP shall prepare and submit interim changes or revisions to NAS Supply Department procedures manuals to the DGR within the time frame specified by the DGR. If no changes or revisions have been directed, the SP shall update the existing procedures manuals NLT 2 calendar years after the latest issuance date on the manual (see CDRL B0012).
- Upon approval by the NAS Supply Officer, the SP shall submit a master copy of the new procedures manuals and interim changes/revisions to procedures manuals to the DGR for distribution.

C-5.7.1.12.2 Prepare/Maintain Procedures Directives

The term Directives refers to Notices, technical requirements packages (program specifications, flow diagrams, etc.), and NAS Pax River Instructions.

C-5.7.1.12.2.1   Prepare/Maintain Procedures Notices

The SP shall prepare and submit procedures notices to the DGR within the time frame specified by the DGR. The SP shall prepare the notices IAW SECNAV INST 5215.1_. Upon approval by the NAS Supply Officer, the SP shall submit the Notice to the DGR for distribution.

C-5.7.1.12.2.2   Prepare/Maintain Technical Requirements Packages

The SP shall prepare and submit technical requirements packages to the DGR within the time frame specified by the DGR. The SP shall prepare the technical requirements packages IAW the samples provided under PWS paragraph C-5.7.6, document name "Implementation/Project Data Files". The SP shall incorporate comments to technical requirements packages within the time frame specified by the DGR. Upon approval by the NAS Supply Officer, the SP shall submit the technical requirements package to the DGR for distribution.

C-5.7.1.12.2.3   Prepare/Maintain NAS Pax River Instructions

The SP shall prepare and submit procedures Instructions to the DGR within the time frame specified by the DGR. The SP shall prepare the Instructions IAW SECNAV INST 5215.1_. Upon approval by the NAS Supply Officer, the SP shall submit the Instructions to the DGR for distribution.

C-5.7.1.13   Process Semi-Annual Stratification (STRAT) (UJ02)

The purpose of the STRAT is to reconcile on-hand MSIR assets with financial data and submit the results of reconciliation to NAVICP-M. The SP will receive message from NAVICP-M semi-annually (January and July) that defines parameters of the STRAT process (e.g. schedule for STRAT process, required outputs of STRAT process).

In preparation for STRAT, the SP shall:
- After UI53 runs ("Reconciliation of ICP and Stock Point Records" static report run by RSA on 1 February and 1 August), use TSO to check proper formatting of data.

If the UI53 report did not run or was not electronically forwarded to NAVICP-M, the SP shall coordinate with the RSA to complete the process.

- Locate EX1 (NAVICP change notice output file) file using TSO. NLT 5 working days prior to 1 March and 1 September, prepare and send instructions for program sequence and timing of the E38 run (Stock Record Reconciliation/Retreival Output) to RSA.
- Locate and print EX4 (NAVICP output file containing change notice actions without unit of issue) and FX2 files (NAVICP output files containing unmatched NSNs) using TSO, and forward to Control Division for action NLT 2 working days after receipt of output files from NAVICP-M.

To process STRAT, the SP shall:

- Contact DFAS, San Diego to obtain financial closeout date for March processing (The UJ02 run must occur on the same day, but prior to, the financial closeout date for March). NLT 5 working days prior to scheduled UJ02 run date, prepare and send memo to RSA with instructions for processing the STRAT program sequence and e-mail the Assistant Control Division Officer with schedule information.
- Monitor all STRAT processing to ensure programs run in proper sequence and solve any problems associated with STRAT processing (e.g., request RSA re-run programs that abort). Use Report Management and Distribution System (RMDS) to review UJ02 output files to validate that files contain proper data types and formats. If problems are identified during review, request that RSA re-run programs and notify Control Division that UJ02 will be re-run.
- Receive annotated UJ02D listing (hard copy) from Control Division. Edit UJ02D file (BA5, "Retail Asset Status Card Images") using Tandem Advanced Control Language (TACL) IAW Control Division annotations.
- Transmit UJ02D and UJ02J data to NAVICP-M using AUTODIN IAW NAVICP-M's message. E-mail NAVICP-M and Control Division Officer with BA5 transmission date and record count.

C-5.7.1.14 Process UH71 Not Carried Demand Reporting

The UH71 is a monthly report that lists items requested by customers that are not carried by the NAS Supply Department. This report is annotated by Control Division to indicate which items will be established, and forwarded to the SP for processing when the Control Division receives special funding. Associated with providing this service, the SP shall:

- Upon receipt of UH71 listing(s), edit files in TSO to remove all items which will not be established
- Request that RSA:
  - Create a new file in TSO for all items that will be established.
  - Run UH71 program.

- Return UH71 listing(s) to Control Division upon completion of process.

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C-5.7.1.15   Process UH25 RSF Extract Program

The UH25 is a monthly process automatically run by the UADPS-U2 that produces a UH25K File. The SP shall locate the UH25K file in TSO and send the file to NAVICP-M.

C-5.7.1.16   Process UJ49J Variable Operating and Safety Level (VOSL) Master Stock Point Record (MSPR) file submission

VOSL-MSPR processing captures safety level information for the NAS Supply Department. NAVICP-M requests a file submission at least annually. The SP shall process the UJ49J two weeks preceeding the end of quarter (based on calendar year). Associated with providing this service, the SP shall:

- Use Tandem to prepare and input the required PCC information as specified by NAVICP-M.
- Locate UJ49J records file and transfer to NAVICP-M using TSO. Notify NAVICP-M of transmission time, dataset name, record count, Control Division POC for Value of Annual Demand (VAD) Listing, and scheduled date for next UB39 quarterly demand roll.
- Notify Assistant Control Division Officer that the UJ49J was processed and that the VAD Listing is forthcoming for action.
- Receive VOSL Parameter update message from NAVICP-M and make changes/updates to SCA in TSO/SCA view.

C-5.7.1.17   Process UB48 Master Stock Item Record- Master Data File (MSIR-MDF) Annual Asset Reconciliation

Annual Asset Reconciliation shows balances of on-hand assets related to information on the MSIR-MDF. The reconciliation is processed through UADPS-U2 using Time Share Option (TSO) and is required by NAVICP-P. Associated with providing this service, the SP shall:

- Upon receipt of annual message from NAVICP-P, complete MSIR-MDF Annual Asset Balance Reconciliation on date specified by NAVICP-P. If annual message is not received from NAVICP-P by 1 April, the SP shall contact NAVICP-P to obtain copy of message. To complete the MSIR-MDF Annual Asset Balance Reconciliation, the SP shall:
  - o Use Tandem to prepare and input the required PCC information as specified by NAVICP-P .
  - o E-mail RSA and Control Division Officer notifying them of scheduled UB48 run.
- Locate UB48 records file and transfer to NAVICP-P using TSO within the timeframe specified in the message. Notify NAVICP-P POC of transmission time and record count.
- Upon receipt of results package from NAVICP-P, forward package to the NAS Supply Department IAO.

C-5.7.1.18   Respond to data calls

Data calls are requests for information that are received by the Deputy NAS Supply Officer and forwarded by the DGR to the SP for action. Data calls may require extensive research/preparation, coordination with other NAS Supply Divisions and utilization of system resources (NALCOMIS, RAPS, etc.). The SP shall provide all of the information requested to the requestor NLT date and time required by the DGR.

C-5.7.1.19   Process computer accreditations

NAS Supply Department computers are required to be accredited on a tri-annual basis. To accomplish accreditations, the SP shall:

- Receive accreditation forms from Information Assurance Office (IAO), noting accreditation expirations.
- Prepare memo that provides instructions to the Divisions for the completion of the accreditation forms. Submit memo to DGR for Deputy Supply Officer's signature.
- Send signed memo and accreditation forms to NAS Supply Department Division Officers to be completed for each computer in the Division office.
- Receive completed forms packages from Divisions and review for accuracy and completion (employee signature, DITSCAP sticker number, etc).
- Forward completed accreditation forms to IAO for accreditation approval NLT 10 working days after receipt of accreditation forms from IAO.
- Receive DoD Information Technology Security Certification and Accreditation Process (DITSCAP) stickers from IAO with Memo of Accreditation and physically place stickers on individual computers NLT 10 working days after receipt of stickers from IAO.

C-5.7.1.20   Perform Fiscal End-of-Year Close-out

Government policy requires a Fiscal End-of-Year (FEOY) Close-out to comply with legal and regulatory requirements and to meet report submission deadlines. Also, the NAS Supply Department must convert to the next fiscal year funding after close of business each 30 September. The SP shall:

- Not later than 25 August of each year, update FEOY Notices and submit to DGR for NAS Supply Officer review, signature and distribution:
  - NASPAXRIV NOTICE 7300 to notify customers of requistion submission deadlines
  - NAS Supply Department Notice 7300 to notify NAS Supply Department personnel of processing deadlines.

- Not later than 15 September, prepare and forward an ADPSR to RSA that includes a schedule listing the sequence of all programs that must be run.

Prior to FEOY close-out on 30 September, the SP shall:

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- Coordinate with RSA to run UA81(s) "Delayed Exceptions Listing." SP shall clear non-aviation exceptions in accordance with Section C-5.3.1.2. Forward a copy of the listing to ASD and coordinate with ASD to clear all aviation-related exceptions. FEOY close-out cannot be completed until all transaction records have been processed with no exceptions. Therefore, the SP may need to coordinate with RSA to provide multiple UA81 Delayed Exception Listings.
- Request RSA perform Local Referral Run(s) and provide UH30 "No D Monitor Code Listing(s)." SP shall clear non-aviation exceptions in accordance with Section C-5.3.1.2. Forward a copy of the listing to ASD and coordinate with ASD to clear all aviation-related exceptions. FEOY close-out cannot be completed until all transaction records have been processed with no exceptions. Therefore, the SP may need to coordinate with RSA to complete multiple Local Referral Runs and provide multiple UH30s.
- Coordinate with RAPS Team to schedule execution of File Transfer Protocol (FTP) process for Fuel Division and coordinate with Comptroller to have Fuel Division1149 receipts processed.
- Process PCCs that require date change to update for new FY.
- Provide Internet address for the Annual Price Change of all material to the RAPS team and NALCOMIS SDBA.
- Notify Divisions when systems are available for processing.
- Notify Requirements Division when new fiscal year financial transactions can be processed.

C-5.7.1.21   Provide customer training

C-5.7.1.21.1 Provide requisition process training

The SP shall provide requisition process (and/or NAS Supply information) training to customers at least semi-annually. Associated with providing this service, the SP shall:
- Coordinate with DGR to select the date, topic, speakers, and location of training event.
- Facilitate training event, including:
  - Confirm speakers and reserve training facilities/equipment.
  - Develop timed agenda for the training.
  - Notify customer activites of training topic, location, dates, and times.
  - Conduct the training (in the absence of non-SP speakers/trainers).
  - Prepare, distribute, and collect attendance rosters and training evaluations, and submit attendance rosters to HR to obtain training credit for PRC attendees.

C-5.7.1.21.2 Coordinate /conduct system training

The SP shall coordinate and conduct training related to new computer system implementations and software releases and patches that change current processing procedures. The SP shall provide training upon request by NAS Supply Department

supervisors or the DGR, or upon CDA initiation/direction. Training required may range from providing individual, on-the-job training to conducting full-scale group training.

For SP Provided Training, the SP shall:

- Notify NAS Supply Department supervisors of upcoming training and request list of attendees from supervisors.
- Reserve training facilities and equipment.
- Notify attendess of training dates, times, locations, etc.
- Develop agenda for the training.
- Prepare presentations and training materials for the attendees.
- Conduct the training.
- Prepare, distribute and collect attendance rosters and submit attendance rosters to NAS Supply Department Admin Division so that attendees obtain credit for training.

For Non-SP Provided Training (e.g. CDA training), the SP shall:

- *Contact instructors and determine their availability for subject matter training (e.g. UADPS-U2 and NALCOMIS)
- Notify NAS Supply Department supervisors of upcoming training and request list of attendees from supervisors.
- Reserve training facilities and equipment.
- Notify attendess of training dates, times, locations, etc.
- Obtain visitor information from instructor(s) and provide to NAS Supply Department Admin Division to arrange access to NAS. Additionally, assist the visiting instructor(s) by providing information regarding lodging in the local area.
- Obtain advance copy of instructor's agenda and presentations, and make electronic copies and distribute to the attendees if requested by the instructor.
- Prepare, distribute and collect attendance rosters for the visiting instructor(s)
- Submit attendance rosters to NAS Supply Department Admin Division so that attendees obtain credit for training.

*Note: In some cases, the CDA or system sponsor will notify the SP of scheduled training on new computer system implementations.

In connection with new computer system implementations, software releases and patches that change current processing procedures, the SP shall provide training NLT date of computer system implementation/software release or NLT effective date of patch. In cases where training is requested by NAS Supply Department supervisors or the DGR, the SP shall provide training at a date, time and location mutually agreed upon by the SP and the supervisor(s) or DGR.

C-5.7.1.22 Distributing customer service information

The SP shall distribute customer service information. The NAS Supply Department is a consolidated receipt point for customer service information such as bimonthly GSA Marketips publications, GSA catalogs, etc. Upon receipt of such consolidated mailings, the SP shall distribute items to PRC customer activities in accordance with Market Tips publications distribution listing (see Technical Attachment 11).

C-5.7.1.23 Submit Management Information Systems (MIS) data

The SP shall provide MIS data to the DGR (see CDRL B0013) NLT 5 calendar days after the end of the month reported on. The MIS data shall include project and program status data, warehouse refusal data, receipt processing data, and customer support data.

- Project and program status data to be provided includes the following data elements:
  - project/program name
  - implementation date
  - status (i.e. program is on schedule, discussion of problems, schedule revisions).

- The warehouse refusal data to be provided includes the following data elements:
  - COG, NSN, nomenclature and category
  - unit of issue & quantity
  - security code
  - status
  - requisition number
  - date and location of refusal
  - unit & extended prices
  - UI87G, UI88H, UI89G and UA26 Summary Sheets

- The receipt processing data to be provided includes the following elements:
  - Purchase Orders received (quantity by type)
  - DTO receipts (quantity by type)
  - stock processing (quantity by type)
  - ROD processing (quantity by type)
  - dollar value of credits received for both stock and DTOs
  - stock ROD statistical report (includes initial RODs, RODS closed, RODs shipped, and RODs credited).

- The customer support data to be provided includes the following elements:
  - number of exceptions by type with description (from exception code manual).
  - number of RODs by type that were outstanding from prior month(s), are received in the current month, are closed during the current month, and are outstanding at the end of the current month.

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- number of requistions referred from NAVICP-P, not-in-stock (NIS) items, and not carried (NC) items.
- bounce-back rate for requisitions referred from NAVICP-P. The rate is calculated by using the following formula:

(not-in-stock (NIS) items + not carried (NC) items)/number of referred requistions

Upon request from the DGR, the SP shall also provide and submit any additional Management Information Systems (MIS) data to the DGR NLT date set by the DGR.

C-5.7.2 Conditions of Performance

C-5.7.2.1 *Work Environment*

- The SP will be exposed to normal office environments. Meeting service requirements may require SP employees to engage in walking, bending, and standing.
- Constant changes: The SP will experience changes in workload based on in-person and over-the-phone user inquiries/issues.
- Workload peaks: Workload fluctuates, depending upon new system implementations, patches, system problems and end-of-fiscal year processing requirements.
- Work Schedule: Generally, the SP shall conform to a regular work schedule, as defined in Section C-1 of this award. Associated with workload fluctuations/peaks and service requirements, however, the SP shall work evenings and weekend hours, as required by the DGR or dictated by service requirements.

C-5.7.2.2 *Interfaces/Authorities*

- NAVICP- Philadelphia (P) and Mechanicsburg (M)
- Fleet Material Support Office (FMSO)
- Supply Department Divisions
- Information Management Department (IMD)
- Intermediate Maintenance Activity (IMA)
- Comptroller
- Commercial Vendors
- Defense Information Systems Agency (DISA) San Diego
- Defense Energy Supply Center (DESC)
- Defense Financial Accounting System (DFAS) San Diego
- Defense Logistics Agency (DLA)
- Defense Mega Center (DMC), Mechanicsburg
- Regional Support Activity (RSA), Jacksonville
- Requirements Branch
- Space and Naval Warfare Systems Center (SPAWAR)
- Defense Automated Addressing System (DAAS)
- Navy Petroleum Office (NAVPETOFF)

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